

THE
JOHN H. JACKSON
MOOT COURT COMPETITION

elsa
The European Law Students' Association

Regional Round Host Handbook

John H. Jackson Moot Court Competition
23rd edition - 2024/2025

 WORLD TRADE
ORGANIZATION

FOREWORD

Dear Organisers,

Welcome to the ranks of the organisers of the John H. Jackson Moot Court Competition (JHJMCC) Regional Rounds (RRs)!

Together with the Hosting Agreement, this Manual forms the basis for the organisation of the Regional Rounds of the JHJMCC.

This Handbook is addressed to the organisers of both European and non-European RR in the Competition to provide all the relevant information for the preparation and management of the RRs. Furthermore, it sets out the concept for such Rounds and recommends the actions that may be taken. Finally, this Handbook seeks to transfer the experience of the long-term ELSA members and the Academic Supervisors involved in organising the Competition.

Since changes may occur during the course of the JHJMCC year, it may be necessary to make amendments to the information contained in this Handbook. Should this be the case, you will be advised in due time by ELSA International. Amendments can never contradict what is set out in your specific Memorandum of Agreement or the Rules of the JHJMCC.

Finally, the newest information about the JHJMCC can always be found at www.johnhacksonmoot.elsa.org.

We wish the best of luck to the Regional Round Organisers,

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Vice President in charge Competitions
International Board of ELSA 2023/2024

&

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Definitions and Abbreviations

The Case	The official Case of the John H. Jackson Moot Court Competition. Available on johnhacksonmoot.elsa.org
ELSA	The European Law Students' Association
ELSA International	The International Board of ELSA and the ELSA International Team
FOR	Final Oral Round in Geneva, Switzerland
JHJMCC	The John H. Jackson Moot Court Competition
Rules	Refers to the official Rules of the John H. Jackson Moot Court Competition. Available on the website at johnhacksonmoot.elsa.org
RR	Regional Round
RRO	Regional Round Organiser
VP Competitions	The Vice President in charge of Competitions of the International Board of ELSA
WTO	The World Trade Organization

1. GENERAL REMARKS

1.1 Introduction

The World Trade Organization (WTO) is the only global international organisation dealing with the rules of trade between nations. At its heart are the WTO Agreements, negotiated and signed by the majority of the world's trading nations, and ratified by their parliaments. The WTO Agreements cover nearly 98 % of all global trade. The goal of the WTO is to develop trade rules in order to help Members' producers of goods and services, exporters, and importers conduct their business in a facilitated way.

The European Law Students' Association (ELSA) is the world's largest independent, non-profit, non-political association run by and for law students and young lawyers. The vision of ELSA is: "A just world in which there is respect for human dignity and cultural diversity." Contributing to legal education and promoting Human Rights awareness are among the central aims of the association. Through various academically focused projects and events, ELSA provides opportunities for law students and young lawyers to apply theory in practice and to learn about other legal systems. The John H. Jackson Moot Court Competition (JHJMCC) is the annually held international moot court competition in WTO law owned by ELSA.

In view of these goals, ELSA International seeks to combine its role in ongoing action to contribute to Clinical Legal Education globally and the need to support and enhance the development of trade between nations. That is why since 2001, ELSA annually organises the John H. Jackson Moot Court Competition (formerly known as the ELSA Moot Court Competition on WTO Law). This Competition seeks to educate law students from all over the world to develop their legal and oral presentation skills and to educate the new generation of lawyers in the field of international trade law. This event brings together the brightest students from all corners of the world, WTO experts from legal academia, the WTO Secretariat and international trade law practitioners.

The aims of the John H. Jackson Moot Court Competition are:

1. To encourage law students to develop their legal skills;
2. To enhance knowledge of international trade law and WTO dispute settlement procedures;
3. Enhance the capacity for meaningful engagement in multilateral trade in the long term.

More information about the Competition can be found on our website at johnhacksonmoot.elsa.org.

1.2 ELSA International

ELSA International is responsible for the overall organisation including, but not limited to, drafting The Case, nominating the Panellists, implementing and interpreting the Rules of the JHJMCC, marketing the JHJMCC, organising the applications of teams, organising the Clarifications to The Case and other issues.

The Vice President in charge of Competitions (VP Competitions) of the International Board of ELSA acts as Head of Organisation of the JHJMCC. They, together with the Assistant(s) for Regional Rounds of the JHJMCC will be the primary contacts for organisational and other practical issues concerning the Regional Rounds. In this role, the Academic Board assists the Vice President in charge of Competitions. Both are responsible for the smooth running of the JHJMCC Regional Rounds. If any issues arise throughout the organisation, the Regional Round Organisers (RROs) can contact the Vice President in charge of Competitions at johnhjackson@elsa.org.

For the JHJMCC, the Vice President in charge of Competitions has a team in charge of different parts of the organisation. Per instructions by the VP Competitions, the RROs may contact members of the team who will assist with specific issues that may arise:

- Director for the JHJMCC (handles general issues, supports the VP Competitions and the JHJMCC Team) – director.jhjmcc@elsa.org
- Assistants for Regional Rounds (responsible for the contact and assistance for the RROs) – regionalrounds.jhjmcc@elsa.org
- Assistant for Panellists (responsible for acquiring the panellists (judges) for the JHJMCC for the Written Submission scoring and Final Oral Round) – panellists.jhjmcc@elsa.org
- Assistant for Teams (responds to inquiries regarding the JHJMCC from Participants and Coaches) – teams.jhjmcc@elsa.org

1.3 Regional Round Organisers

The Regional Round Organiser of a particular RR is an entity with which ELSA has signed a Hosting Agreement governing the organisation of a RR of the JHJMCC. The RRO is responsible for the organisation and financing of the respective RR subject to prior agreement and consultation with ELSA.

Note that all Regional Rounds are financially independent and self-sufficient from ELSA International, i.e., the RRO's are responsible for financing the RR, this is not the task or responsibility of ELSA International.

1.4 Academic Board

To ensure academic quality of the Competition, ELSA International is assisted by an Academic Board. They must aim to ensure that balanced panels of WTO law experts assess both Written and Oral Submissions. The functions of an Academic Board in relation to the RRO include, but are not limited to:

- Obtaining the support of WTO Law/International Trade specialists from the countries geopolitically attributed by ELSA to the particular Regional Round;
- Assisting the Regional Round Panels in scoring both the Written and Oral Submissions. In performing this function the Academic Board must ensure the independence and impartiality of each Panellist;
- Advising on matters concerning substantive interpretation of the Case and or Clarifications of the JHJMCC;
- Helping the Regional Round Organizers to search for sponsors;
- The main responsibility is to ensure the academic quality of the event.

1.5 Structure of the Competition

The Competition, in essence, consists of three phases: Written Submissions, Regional Rounds, and the Final Oral Round.

All Regional Rounds consist of Preliminary Rounds, Semi Finals, and a Grand Final. (Depending on the amount of Teams participating, the RROs together with ELSA International can decide upon including additional elimination rounds, for example, Quarter Finals). Qualification for the Final Oral Round is through a Regional Round.

European Regional Round(s)

After the registration deadline for the JHJMCC, the teams from Europe will be assigned to the European Round or to one of the two ELSA Regional Rounds. ELSA will place the respective information on the website of the JHJMCC.

However, the RRO should also make sure it informs every team who makes inquires about the terms and conditions of participation in the Competition through the Oral Regional Rounds.

Non-European Regional Rounds

Teams registering for the JHJMCC from non-ELSA countries will be assigned to a specific non-ELSA Regional Round based on their country. A full list of countries that are eligible to participate in these rounds can be found in the official Rules.

Final Oral Round

The Final Oral Round of the JHJMCC takes place in Geneva in June and is organised by ELSA International. The best 24 Teams from the RRs qualify to participate in the FOR.

2. RESPONSIBILITIES

2.1 Regional Round host

The responsibilities of the RROs lie in the following points:

- To finance all aspects.
- To ensure the quality and proper preparation and administration.
- Maintain uniformity in the application of the Rules of the JHJMCC.
- To provide the VP Competitions representative with regular updates.
- To participate in monthly online meetings organised by ELSA International.

Organisation

- The RROs will treat sponsors and panellists respectfully and ensure their satisfaction.
- The RROs will accept the individual Panellists appointed by ELSA International.
- The RROs accept the binding interpretations of the Rules of the JHJMCC by ELSA International and ensure that such interpretations are being implemented.

Finances and Fundraising

- The overall financing of the RR is arranged by the RRO.
- A first draft and final budget for the RR are submitted to ELSA International.

Teams Participation

- ELSA International proposes the amount of the Regional Round Fee for the RR.
- The Teams entering the RR are informed of and proceed to the payment of the fees as outlined in the Rules.
- The Registration Fee is payable by teams registering for the RR (as set by the Rules) is paid directly to ELSA International. The RR Fee is paid directly the RROs.
- The RROs are only obligated to accept the team and one to two coaches. Upon consultation with ELSA International, additional coaches or observers can be included in the programme against a participation fee.

2.2 ELSA International

ELSA will assist the RROs in every step of the way towards a high-quality, JHJMCC standard worthy and uniform Regional Round. ELSA International is responsible for the overall general organisation of the JHJMCC including, but not limited to:

- Maintaining the JHJMCC website;
- Arranging for the drafting and publishing of the Rules and the Case of the JHJMCC;
- Co-ordinating the Clarifications of the Case and the Rules of the JHJMCC;
- Nominating and appointing Panellists for the Written Submissions Round;
- Nominating and appointing Panellists for the RR (upon discussion with the RROs);
- Nominating and appointing Panellists for the Final Oral Round;
- Implementing and interpreting the Rules of the JHJMCC;
- International marketing of the JHJMCC;
- Organising teams' registration;
- Liaising with the RROs;
- Establishing non-ELSA Regional Rounds, setting criteria for RROs and negotiating the terms and conditions of their involvement with the JHJMCC;
- Appointing members for the Academic Board;
- Appointing RROs;
- Approving RR sponsors;
- Overall Organisation of the Final Oral Round; and
- Compiling and publishing the JHJMCC Final Report.

3. COOPERATION BETWEEN ELSA INTERNATIONAL AND REGIONAL ROUND ORGANISERS

3.1 Hosting Agreement

The Hosting Agreement between the RRO and ELSA International works as the foundation of the Cooperation between the two. The RRO shall sign the Hosting Agreement provided by ELSA International. The Local/National Group is not deemed as an official RRO before signing the Hosting Agreement. The Agreement sets the quality standards for the RRs, the financial responsibilities of the Local/National Group organising the RR, and outlines the cooperation between ELSA International and the RROs.

To aid the RRO, ELSA prepares a “Regional Rounds Hosting Package” which is a collection of documents and forms:

- Timekeeper’s Instructions;
- Oral Pleadings’ Score-sheets;
- Team Appearance Sheet;
- Oral Pleading Time Sheet;
- Time Signs;
- Preparatory materials for the Panellists;
- A Chair Panellist script;
- Visa invitation letters
- Panellist schedule
- Etc.

4. REGIONAL ROUNDS – PLANNING AND PREPARATION

4.1 General

The Oral Pleading Rounds take the form of Regional Rounds. All teams registered to the Competition, after sending in their Written Submissions on behalf of the Complainant and the Respondent are accepted to participate in the RRs. The teams are not selected for the RR on the basis of their Written Submissions. The scores of the Written Submissions serve as an integral part of the ranking scores during the Preliminary Rounds of each respective RR. Such teams compete for a place to progress to the Final Oral Round, which will be held in Geneva, Switzerland.

The RRs take place in the spring between February and April at a location to be decided by ELSA International. The location may, but does not have to, change every year. The number of the RRs can vary from year to year as the Competition is developing.

4.2 Timeline

The Regional Round Organisers shall create a detailed timeline of the organisational process of the Regional Round and commit to its execution. However, the timeline shall not provide a later date for the following:

- In the fall
 - Appointment of the RROs
 - Confirmation of the budget
 - Look for sponsors, venues and panellists
 - Regular communication between RROs and ELSA International
- 3 months before the RR
 - Confirm venues and logistics
 - First confirmation panellists
- 1 month before the RR
 - Final confirmation of the panellists, venues and caterers
 - Final list of timekeepers
- 2-1 weeks before the RR
 - Send materials to panellists
 - Panellists training

- 1 week/a few days before the RR
 - Timekeepers training

The suggested timeline by ELSA International can be adjusted in accordance to special circumstances or needs of a particular RR. However, we strongly advise to follow it.

4.3 **Financial responsibilities**

Income

All participating Teams will pay a fee to the RROs for the organisation. The fee is determined together with ELSA International. Please note that accommodation shall not be provided. It is an obligation of the RROs to send invoices to the Teams and collect the payments.

The RROs are encouraged to find sponsors. However, before contacting any potential sponsor, the RROs shall ask permission from ELSA International. Please contact the President of ELSA International at president@elsa.org regarding any sponsorship related questions.

Display flexibility while approaching potential sponsors. Instead of a monetary contribution, a potential sponsor can offer some services for free (e.g. soft drinks, printing services). The RROs can also contact their respective universities as they might inform them about sponsorship opportunities or help find such.

The RRO hosting the RR is responsible for finances and any financial losses incurred.

Expenses

Expenses will include food and beverages, venues, welcome bags, printing, prizes, and transportation depending on the accessibility of the venues.

Food and transportation will most likely take up most of the budget. Some Panellists might request accommodation and travelling reimbursement. It is not the responsibility of the RROs to cover such expenses. However, if it is necessary for the Panellists' presence at the RR, you can inform them that you have limited resources and that you are available to help them to arrange their stay and travel. Thus, you can suggest/book a hotel room and book tickets for them and be in control of how much money is being spent. What can also save some money is to ask the university to do the printing. Also, make sure you have a contingency fund (150-200 euros) in case any emergency happens. In addition, the Regional Round Organiser has to cover the participation fee of up to two representatives from ELSA International.

4.4 **Sponsors**

Potential sponsors should be contacted at the earliest stage possible to enable the necessary time for the decision-making process to take place. Often, universities, local law firms and other firms, the local administration, international trade related offices etc. are interested in supporting the RRs. Such support can only be encouraged as their presence as sponsors is likely to raise the quality of the event and make the RR more interesting.

Be creative when it comes to sponsorship. Do not think just in terms of monetary support, but also in gifts for the Competitors and Panellists. Many private companies and maybe even the city council/local government could be interested in donating things other than money. One particularly successful method of sponsorship is to ask a government agency or private firm engaged in the area of international trade to send their legal counsel to judge the competition. When approaching and inviting sponsors, ELSA encourages all organisers to include the sponsors during the opening ceremony, lunches and other events during the week. This way, sponsors can relate and associate themselves with the regional round and the Competition.

The following is a brief outline when seeking sponsorship:

- Identify the potential sponsor;
- Identify the possible donation;
- Identify who a sponsorship request should be directed, if there are special forms to complete and the likely time period of response;
- Ensure that if you are requesting sponsorship by letter, that you include a comprehensive package so the reader can understand your project and specific request;
- Ascertain who to contact and at what time period if you have had no response to your request;
- Phone the contact or visit the contact, but be very polite and aware of the individuals work load;
- A preferable strategy would be to arrange a meeting between the sponsorship person and your team, so you may present the project.

Sponsorships limitations

There are two limitations as to which sponsor you may approach and for further information please contact ELSA International:

1. You cannot approach ELSA International's corporate partners and JHJMCC sponsors secured by ELSA. Please check the partners' section of elsa.org and of the JHJMCC website and contact johnhjackson@elsa.org for clarifications. You MUST ask ELSA International prior to approaching multinational law firms and companies. We may have advice or know the contact persons or already be securing a deal for the entire JHJMCC;
2. Political considerations. This is not to say that RROs cannot ask their governments for support. It is only natural that they carry primary interests in having good WTO lawyers. HOWEVER, any sponsorship will only be accepted if it is given with a "hands off" commitment – that is, the JHJMCC is an independent competition organised by a non-political organisation : ELSA.

In general, always double check sponsors with either johnhjackson@elsa.org or president@elsa.org, even if you get approached by an entity first.

4.5 Human Resources

Human Resources are vital for a smooth and successful organisation of the RR. The RROs shall recruit a team to join the Organising Committee (OC) to work on the RR throughout the organisational process. It is suggested that the Organising Committee consists of people for the following tasks:

- ELSA communication contact person (Head of Organising Committee);
- Logistics;
- Panellists;
- Pleadings and Timekeepers;
- Sponsors;
- Teams (it can be useful to have several people to take care of the teams if your human resources allow it);
- Award Ceremony and Closing Dinner.

However, additional help will be required at the RR event itself. Helpers are volunteers who assist the OC members with their respective tasks during the RR. Local students or staff may be invited, it is up to the RRO, though ELSA International encourages involvement of law students.

Head of Organising Committee

The HOC is the main contact person of the RR and oversees the event. Tasks of the HOC:

- Establishing the OC;
- Dividing the asks between the OC members;
- Recruiting helpers;
- Creating a timeline;
- Ensuring all tasks are being done in due time;
- Keeping ELSA International updated in regards to the RR progress;
- Usually the main contact person for Teams regarding a particular RR.

OC and Division of Responsibilities

We do not impose a mandatory list of positions to be filled by the OC, instead we inform about the tasks which shall be completed. Thus, the HoOC can divide the tasks among the OC members.

We do, however, suggest having the following OC members:

- OC member in charge of Participants who handles the Team registration, keeps participants updated and answers their questions.
- OC member in charge of Logistics who handles meals, social programmes, etc.
- OC member in charge of Panellists who is working on finding and allocating the Panellists, providing them with the necessary information and documents, and, if necessary, arranging their transportation and stay
- OC member in charge of Timekeeping who is the contact person for all timekeepers. The OC member is also in charge of timekeeper sheets.
- Timekeepers – previously trained volunteers who arrange the pleading rooms, inform the Teams regarding their time usage during the oral pleadings, fill in the timekeeper sheets and ensure that no rules violations take place.

Other suggested tasks for OC members

- OC member in charge of Marketing who is working on promoting the RR and taking videos/photos during the competition.
- ‘Flying’ OC member - the OC member who is not assigned to a specific duty but is available at all times to take over any task when needed.

- Helpers - volunteers who assist the OC members with their respective tasks during the RR.
- OC members in charge of booking meals
- OC members in charge of organising the Social Programme

4.6 **Teams**

Contacting participants

As soon as ELSA International knows which teams will be attending the RRs, each RRO will receive a list of the Teams together with their allocated Team Codes and contact addresses. It is the RRO's responsibility to make contact with the Teams, to welcome them to the Regional Round and request that Team Confirmation Forms be completed as well as provide them with practical information about the city.

It is very important that the RROs send a welcome letter/email to the teams immediately upon receipt of the list from ELSA.

It is anticipated that many teams will, most probably, contact the RRO before submitting their Confirmation Forms. Most likely the questions will relate to the Participation Fee and the eligibility criteria. Be prepared with answers and where possible explain this issue on the respective website. It is not unusual for teams to be in constant contact with the RRO concerning certain aspects of the competition. In fact, many questions are likely to be repeated. This may be stressful and time consuming. In such a situation it would be appropriate to formulate a standard answer and advise all teams (including those who have not raised the question) via email.

The following information should be included in the communication:

- Time and location of the RR event (including a rough day-to-day agenda);
- Address of the competition venue;
- Details as to what the Participation Fee includes for the team members and the coaches (Previous experiences show that it is very important to specify how much each person must pay);
- Contact address, telephone number, and e-mail address of the RRO;
- Provisional programme;
- Dress codes;
- Public transport;
- Currency and exchange rates;

- Information on visas;
- Necessary information about potential Covid restrictions; and
- Any other information deemed necessary.

Optionally, the RROs can add more details, e.g. fun facts about the city, recommended places to visit, etc.

Please note that all questions related to the Rules, Appendices, Official Interpretations, the Case and Clarification Questions, should be immediately directed to ELSA International. RROs shall not attempt to answer such questions as you may inadvertently answer a substance question that could provide an advantage to a team, or the question may be answered by long-standing JHJMCC practice.

The Team Confirmation Form should also be included in the communication in order to confirm the names and contact number of the competitors and coaches attending the RR event. This information is necessary for various reasons depending on your RR, for example, transfers, security, catering etc.

It is also recommended to create a Facebook group or a WhatsApp group with the Teams which can be used to provide participants with general information both before and during the Regional Rounds.

Note that all promotional material such as Facebook headers for the groups as well as names etc. shall be approved by ELSA International before use.

Information flow

Use web pages (Facebook) and email as much as possible to provide information. Previous experiences have shown us that this is a perfect tool to keep people informed about the RR events.

It is recommended that a Facebook group is created for each RR. In this group RRO can publish all sorts of information such as the list of panellists, sponsors, how to reach your RR event venue and other relevant information. More importantly, a group will enable you to announce amendments to the agenda and clarify any points to which many questions are posed.

4.7 General points and advice:

Fundamentals

- Make a Timeline so everybody knows the different deadlines (start early with fundraising and marketing)
- Follow the budget and don't spend money you don't have.

Communication

- Make sure that all the different members of your OC receive all necessary information
- Have regular OC meetings where you keep each other updated and co-ordinate your efforts
- Make sure that your Marketeer follows the logos and marketing guidelines provided by ELSA International.

Responsibility

- Take responsibility for all areas
- Remember that externals and participants do not differentiate between the different groups and in the end you all share the credit and the criticism
- Make sure everybody knows the names of the sponsors and that they keep an eye out for them if they are attending your event. They may want to see how you are marketing them or may ask about the organisation in general.

5. ORGANISATION – STEP BY STEP

5.1 Venues

The following venues shall be booked:

Room for Opening Ceremony, Sponsors Reception and Closing/Awards Ceremony

The RROs shall arrange rooms for the Opening Ceremony on the first day, the Sponsors Reception (with the announcement of the Semi-Finalists at the end of the Reception) and for the Closing/Awards Ceremony. It is crucial that the room can fit all participants, panellists and OC members.

Pleading rooms

The RROs shall arrange at least 4 pleading rooms. The Timekeepers are responsible for preparing the rooms for pleadings. They shall ensure they have 2 Timekeeper Sheets, 2 Team Appearance Sheets, 6 Score Sheets and the number sheets for timekeeping per each pleading. Moreover, they shall prepare the documents for the panel, including the rules, the case, the bench memorandum and scoring guidelines.

The Panellists' room

It is vital to ensure that participants and Panellists are not in the same location. The OC shall make sure the Panellists' are given all the necessary materials. There shall always be one OC member in the Panellists room.

The Participants' Room

It is not a requirement but is highly recommended to avoid having participants wandering around. The room can also be used for coffee breaks. It is recommended to have one OC member in the room as well.

The OC Room

The OC room is also not a requirement but is highly recommended for the convenience of the OC.

Practice Rooms

It is not a requirement but is recommended to allow some Teams to practise before their pleadings. Teams should be able to book the rooms beforehand.

It should be noted that the rooms shall be set up beforehand and not on the day of the pleadings.

5.2 Participants and Coaches

Each of the teams participating in a RR will on average consist of four team members and one coach. This means around 80-100 participants are likely to attend a RR. The number may vary, as the teams are allowed to consist of 2 to 4 members and 2 coaches are permitted.

Each Team is allowed to have up to two coaches. The coaches can be present during the oral pleadings only of the team they are coaching. Please check if the names of the coaches correspond to those on the list sent by ELSA International. Only registered coaches can be present. During the pleadings, they cannot communicate with the team, however, they are allowed to take notes. The coaches have to be seated in a way that they do not face the team they coach.

5.3 Panellists

The Panellists are a vital part of the RRs. The RROs create the list of potential Panellists. Once ELSA International approves the list, the RROs shall start contacting the Panellists. Should the RROs struggle to find the necessary number of Panellists, they shall contact ELSA International.

A list of potential panellists shall be provided to ELSA International for confirmation before contacting any potential panellists. ELSA International reserves the right to appoint panellists to the RRs as, for example, ELSA International offers the Partners of the Competition to send panellists to the RRs. ELSA International also reserves the right to refuse any panellists not deemed suitable for the Competition.

The Panellists must be fluent in English and highly skilled in WTO law. Please note that in any case the quality of the panellists must supersede all fundraising, public relations, or national political interests/needs. These can be taken into account, but not at the expense of having JHJMCC teams being assessed by incompetent or hardly competent panels. Any suggestions the RRO might have for suitable local panellists must be communicated to ELSA International until November, and the decision is taken by the Academic Board regarding their official approval.

The RROs shall prepare a pleading schedule considering the following:

- Availability of the Panellist;

- Panellists do not sit in the same composition of the panel during previous pleadings;
- Teams do not get judged by the same Panellists twice.

Once the Panellists have confirmed their participation in the RR, the RROs shall send them the following materials:

- Their pleading schedule;
- The Case;
- The Rules;
- The Bench Memorandum;
- The Scoring Guidelines;
- The Oral Pleading Guidelines.

The Bench Memorandum is a highly confidential document, which contains an analysis of the Case. Therefore, the RROs shall:

- inform the Panellists to keep the contents of the Bench Memorandum strictly confidential;
- ensure that the Bench Memorandum is not placed anywhere within access to Teams and coaches.

It is suggested to contact potential Panellists who are living close to the venue for the RR in order to avoid paying for their transportation and accommodation. The RROs are encouraged to prepare small presents for Panellists, for example, chocolate and a 'thank you' note.

It is recommended to confirm the participation of the panellists twice – once a couple of months in advance, and once again closer to the RR, preferable a couple of weeks prior. Therefore, RROs should start looking for panellists in the fall.

5.4 Social Programme

The aim of the Social Programme is to give participants the opportunity to get to know each other as well as the culture of the country (where the RR is being organised).

The Social Programme should preferably be somewhere where people can talk, thus, please avoid clubs. The venue should allow the participants to leave at any time and should be easy to get to and from. In addition, the venue shall be mobility friendly.

At least one member of the OC per 20 participants shall be present at the official social/cultural programmes of the RR, providing all necessary assistance to the participants.

5.5 Sponsors Reception

Sponsors are often interested in sponsoring specific events such as a reception or a dinner. Ask one of the local law firms if they would be interested in sponsoring the Welcome Reception or the Sponsors' Fair dinner. Another possibility is to approach the City Council/Town Hall, as some of the guests and Panellists may be rather important. The University may also be interested in hosting the welcome reception, in particular if they are only contributing with a minor amount. A projector is required for both receptions.

If the RROs do not organise a Sponsors Reception, it is important that the general sponsors of the JHJMCC and any sponsors for the RR are given the opportunity to present themselves during the Opening Ceremony or during the Awards Ceremony.

5.6 Meals

Lunch and coffee breaks shall be provided on all days of the Regional Round with each meal being accompanied by beverages including but not limited to water.

Alternative meals shall be provided with respect to dietary restrictions, allergies and preferences of the participants.

5.7 Timekeeping

In every pleading two individuals will act as Timekeeper and helper and are responsible for all the practical aspects regarding the pleading rooms in which the competition is held, i.e. furniture, scoring sheets, mineral water, ventilation and time cards.

There must be a Timekeeper and a helper assigned to each pleading room. The Timekeeper is also responsible for all formalities, such as announcing the dispute, the panel and asking the teams to give appearances, if the panellists do not ask for that. The timekeepers shall be able to speak English.

If a problem arises concerning the Rules, the Timekeeper will contact the relevant ELSA representative.

All the Timekeepers must apply exactly the same method of timekeeping. The RRO should provide stopwatches for this purpose. ELSA will provide the 'Timekeepers' Instructions.

5.8 Marketing

- Marketing materials will be provided to the RROs by ELSA International.
- It is encouraged that the RROs market the JHJMCC and themselves as organisers. Any and all marketing shall be approved by ELSA International. Templates provided by ELSA International for promotional purposes shall be used.
- The RR is promoted and all information concerning the Competition is made accessible by ELSA International and the RRO to law students, young lawyers and the general public.
- ELSA International should market the RROs via their website, and through their social media.
- ELSA is featured in the marketing materials of the RR, including the website, Booklets & posters, any other relevant medium utilised (in electronic as well as printed form).
- The World Trade Organization is correctly represented as the “Technical Supporter of the John H. Jackson Moot Court Competition” in any documentation of the RR marketing materials and communications thereof.
- The Partners of the JHJMCC are promoted, by way of displaying their logo, at presentations, in booklets and posters and any other relevant medium utilised (in electronic as well as in printed form) for the promotion of the RR. Please note that as ELSA is continuously looking for new partners in order to be able to lower fees. Some logos might therefore be added to the material last minute.
- Most of the Sponsors of the JHJMCC participate at the RR as Panellists (see section about Panellists for more information).

5.9 Prizes and Awards Ceremony

The RRO is responsible for securing prizes to award the students and buying gifts to present to panellists.

There are many “thank you” presents available and gifts do not have to be WTO law-related. Local delicacies or handicrafts are generally appreciated. However, remember that the gift will be carried home, most often by plane, so the size should be appropriate.

It is a JHJMCC tradition to give “Certificates of Participation” to each and every one of the competitors and coaches and awards to the winners. ELSA International will provide the templates/design for the certificates. RRO needs to fill them in with respective names. ELSA

International shall be contacted early enough to get the templates and reconcile them with your printing (publishing) company (or university print shop, if their products are of high enough quality).

It would be best if you create a short programme for the awards ceremony.

It is not a necessity, but if possible, it would be polite to give the Competitors a small gift. The Panellists are thanked by inviting them to retrieve certificates and gifts, if any, one by one. Sponsors are thanked and gifts are distributed, if any, at this stage. It is encouraged that representatives of the Sponsors give a speech.

The Best Speaker of the Preliminary Rounds, Quarter Final (if included), Semi Final and the Grand Final is awarded along with other awards pursuant to the official rules of the JHJMCC.

Speeches of the Host University or other partner organisations are also welcome. The VP for Competitions or representative from ELSA International is given the floor to thank the RRO and give his/her evaluations of the RR. The ELSA Spirit award or other “fun awards” created by organisers are announced and awardees rewarded (such awards are not regulated by the Rules and arranged for in order to encourage socialisation of the teams, coaches and panellists).

5.10 **Schedule**

Overview

- The first day shall feature the opening ceremony.
- The second and the third days shall feature the preliminary rounds and the social/cultural programme, if organised.
- The fourth day shall feature the semi-finals and the social/cultural programme, if organised.
- The fifth day shall feature the final and the closing ceremony.

Day 1 – Arrival and Opening Ceremony

One (1) full day should be allowed for arrival and check-in of the Competitors.

It is the RRO decision to include transfers (from airport or train station to accommodation venue.) in the Participation Fee. If included, competitors must be collected on arrival and transferred. Please note that as RRO, you are only obligated to accept the team (which consists of minimum 2 maximum 4 students) and one to two coaches. Whether the teams get to bring extra coaches/observers and whether they can be included in the programme against a participation fee, must always be consulted with ELSA International. If the RRO decides to allow extra participants

upon consultation with ELSA International, it should be made clear to the teams that this might not be allowed for the Final Oral Round.

- **A Competition Registration Desk** should be located in the hotel reception/pleading venues area and manned by RRO staff for the entire JHJMCC competition (there must be enough information provided to these RRO members!).
- Upon Registration, the RRO will provide competitors with **Team packages** which include: Team Member Name Badges, Event Agenda, Social Programme description, Sponsors Materials, and Local city and country information.
- It is recommended to place a **Flip Chart** adjacent to the Competition Registration Desk and which is used to disseminate information regarding the: competition draw, event agenda, social programme, and any updated competition information.
- **The RRO needs to host an Opening Ceremony where the draw must take place.** We recommend that the social programme be kept to a minimum before the Preliminary Rounds as this is a stressful and demanding time for all teams. Food or some sort of appetiser should be served during this reception.
- During the event the RRO and ELSA International welcome the competitors and Panellists and announce the Competition Draw.
- The Competition Draw, which pairs the teams, is to be conducted by ELSA International, after the Draw, we find out which team plead against which in the Preliminary Rounds.
- **The drawing needs to be saved and send out to the teams attending the RR.** No changes can be made by the RRO in the draw regarding the division of the teams.
- An informal briefing of Panellists may be held by ELSA International that day, or in the morning the next day.

Day 2 and 3 – Preliminary Rounds

- The Preliminary Rounds will be conducted as per the Competition Draw.
The organising group is required to be at the Competition Venue and set up rooms as required approximately 1 (one) hour prior to the Competition.
- Timekeepers will meet with ELSA International and the RRO a minimum of 1 (one) hour prior to the commencement of the competition to review Timekeeper duties and responsibilities and then head to the allocated Pleading Room, if not possible the days

before. The timekeepers have to arrange for Team Captains' to complete the Team Appearance Sheets, to bring the Panellists to the pleading room and to fill in the pleading documents. Please note that the timekeepers should be briefed/read their instructions already well in advance of the competition.

- Panellists are required to be at the Competition Venue for a minimum of 45 minutes before. They will be briefed and divided between the pleadings by ELSA International and the RRO. Remember to refer to the teams only by their assigned team number as to preserve their anonymity.
- It is important that the Panellists do not provide any “results” from the pleadings. They may only provide general feedback to the Teams where it can not be determined which Team was deemed the “winner”.
- On the second day of Preliminary rounds, a sponsors fair/reception should be organised. Here the Partners of the JHJMCC will be presented as well as any RR partners that there are. It is crucial that the participants take place in this reception out of respect of the sponsors. The semi-finalists will be announced at the end of this reception.

Day 4 – Semi-Final and social/cultural programme

- The Semi-Finals take place after the Preliminary Rounds.
- The same organisational procedure takes place with the Timekeepers, Teams and Panellists as per the Preliminary Rounds for both the Semi-Finals and Grand Final.
- The Semi-Finals, can consist of 3-5 panellists, they need to take place simultaneously.
- Social/Cultural Programme (if it takes place).

Some RROs have a tradition to organise additional touristic activities for teams to have them get to know the country they are visiting. Such explorations are encouraged; however they are not part of JHJMCC and lie outside the JHJMCC fees, and are at the sole discretion of the RRO to organise or not, and the teams – to participate or not.

Day 5 – Final and Award Ceremony

- The Grand Final, consisting of 7 to 9 panellists.
- Awards Ceremony

RRO needs to make sure that the Awards Certificates are prepared for the ceremony. The Grand Final is followed by an Awards Ceremony, which may be a cocktail function where:

- A thank you speech is delivered by ELSA/IOC/RRO;
- Panellists are given gifts or acknowledgements;
- Participants are awarded certificates (one per participant and)
- Winners of various awards are presented with certificates and prizes;
- RRO sponsors and partners give speeches;

If the Awards Ceremony is not a Cocktail Function, then it is recommended to hold a Farewell Dinner with the awards presented throughout the evening. A farewell party or other social function should be arranged for the competitors and preferably take place somewhere for the participants to celebrate and have a bit of fun. Panellists and competitors depart in the following morning.

5.11 After the Regional Round

Most importantly the accounts of the RR must be finalised. This might be mandatory under national law or should simply be done for the purposes of general accounting in your organisation. In addition, we ask that a Report on the RR is sent to ELSA International. This report is used for publication in the ELSA's overall Final Report on the JHJMCC.

Follow up after the event

- Prepare an evaluation report on the event;
- Write "thank you" letters to your sponsors, Panellists and other helpers;
- Keep a file/binder with all your materials (e.g. letters, programme, list of contacts and so on) – these will serve as templates for next year or other editions of the JHJMCC you might organise or to be handed to the next RR organiser;
- Write a report for ELSA International that will be used for the Final Report on the JHJMCC.

6. FAQ

6.1 **Do Regional Round organisers have to arrange accommodation for participants?**

No. If you still want to arrange accommodation, the RRO will have to offer this to the participant, who can accept it voluntarily.

6.2 **Who is responsible for finding Panellists?**

The RROs are responsible for finding Panellists. They will compile a list of potential Panellists and send this for confirmation by ELSA International. ELSA International will help with contacting the Partners of the Competition to see about their participation as Panellists at the Regional Rounds.

6.3 **Who is responsible for finances?**

The RRO of the Regional Round is responsible for the finances.

6.4 **How many teams are expected to participate in one Regional Round?**

The number of Teams participating in a RR might differ each year. On average, 14 Teams are expected to participate in a RR. However, the number can be between 10 and 20 Teams.

6.5 **An uneven number of Teams is participating in the RR. How should the pleadings be arranged?**

In this case two Teams will be asked to plead two times on one day. It will be a random allocation.

6.6 **How many Panellists do the RROs have to confirm for a Regional Round?**

We suggest having as many Panellists as the number of Teams participating in the RR. For example, 14 Panellists shall be confirmed in case 14 Teams are expected at the RR.

6.7 **Will an audience be allowed during the Regional Round?**

During the Preliminary Rounds, no spectators are allowed. For the Semi-Finals and the Grand Final, eliminated teams and coaches may sit in on the pleadings.

7. CONTACT INFORMATION

Vice President in charge of Competitions of the International Board of ELSA	johnhjackson@elsa.org
Director for the John H. Jackson Moot Court Competition	director.jhjmcc@elsa.org
Assistant(s) for Regional Rounds of the John H. Jackson Moot Court Competition	regionalrounds.jhjmcc@elsa.org
Assistant for Teams of the John H. Jackson Moot Court Competition	teams.jhjmcc@elsa.org
Assistant for Panellists of the John H. Jackson Moot Court Competition	panellists.jhjmcc@elsa.org

8. ANNEXES

8.1 **Draft agenda**

8.2 **Draft timeline**

8.3 **Draft budget**

8.4 **Pleading room setup**

8.1. Draft agenda

	DAY 1	DAY 2	DAY 3	Day 4	DAY 5
8:30	Arrivals	Registration	Registration		Departures and Evaluation meeting between the ELSA International and OC
9:00		Pleadings	Pleadings		
9:30				Registration	
10:00				Semi-Finals	
10:30					
11:00					
11:30					
12:00	Training and OC Meeting	Pleadings	Pleadings	Lunch	
12:30					
13:00					
13:30					
14:00	Registration	Lunch	Lunch	Final	
14:30					
15:00	Academic Programme	Pleadings	Pleadings		
15:30					
16:00					
16:30					
17:00	Break	Pleadings	Pleadings		
17:30					
18:00					
18:30	Opening Ceremony & Dinner	Dinner	Dinner	Award Ceremony & Closing Dinner	
19:00					
19:30					
20:00					
20:30					
21:00	Social Programme	Social Programme	Social Programme		
21:30					

8.2. Draft timeline

	International timeline	Regional Round timeline
March 202X	Opening the call for RROs	Open call for RROs Create draft budget, draft agenda, draft organisational timeline
April 202X	Appointments of RRO	Appointment of RRO
July 202X	Transition of the IB	Form OC
August 202X		
September 202X	Launch of the XXth JHJMCC	Launch of the XXth JHJMCC
October 202X		Secure venue, update budget, search for sponsors and partners Application deadline for the XXth JHJMCC
November 202X	Application deadline for the XXth JHJMCC	RR allocations published Send invitations to Panellists for RRs
December 202X		Participation fees deadline and final headcounts per RR
January 202X	Written Submission deadline	Secure catering, marketing Prepare Academic and Social Programmes Email Teams participating in the RR with further information
February 202X		Secure all physical materials - printing, badges, welcome bags, gifts and prizes, etc. Open call additional OC members
March 202X		
April 202X	RRs	RRs
May 202X		
June 202X	Final Oral Round	

8.3. Draft budget

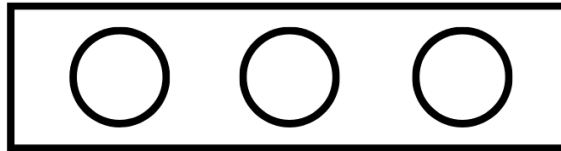
Expenses				
Account	Times	Participants	Price per	Total
Accommodation				0,00 EUR
Organisers				0,00 EUR
Panellists				0,00 EUR
Transportation				0,00 EUR
Organisers				0,00 EUR
Panellists				0,00 EUR
Food and beverage				0,00 EUR
Lunch				0,00 EUR
Coffee Breaks				0,00 EUR
Dinner				0,00 EUR
Venues				0,00 EUR
Pleading venues				0,00 EUR
Ceremonies venues				0,00 EUR
Other costs				0,00 EUR
Prizes				0,00 EUR
Welcome pack and badges				0,00 EUR
Printing				0,00 EUR
Social Programme				0,00 EUR
Total				

Income			
Account	Number	Price per	Total
Participation fee			0,00 EUR
Participants			0,00 EUR
Coaches			0,00 EUR
Sponsors			0,00 EUR
Sponsor 1			0,00 EUR
Sponsor 2			0,00 EUR
...			0,00 EUR
Grants			0,00 EUR
Grant 1			0,00 EUR
Grant 2			0,00 EUR
...			0,00 EUR
EDF			0,00 EUR
EDF			0,00 EUR
Total			

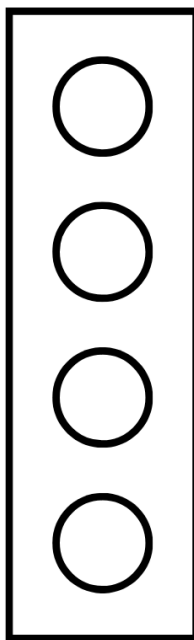
Expenses	Income	Projected profit/loss
0,00 EUR	0,00 EUR	0,00 EUR

8.4. Pleading room set up

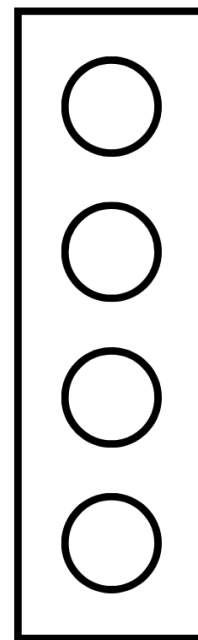
Panellists



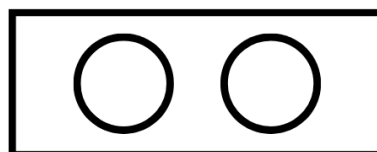
Complainant



Respondent



Timekeepers



Spectators
